

**MAINE DEPARTMENT OF TRANSPORTATION
COMMUNITY GATEWAYS COMPETITION PROGRAM
PROPOSAL FORMAT**

The Grant Proposal Application must be completed, signed and dated. Written proposals should be attached to the application forms and **should not exceed 3 pages**. Sample forms are attached for your use. Proposals should address the purpose and objectives of the Community Gateways Competition Program, and must:

1. Contain an application signed by an authorized municipal employee.
2. Document identification of persons or entities which own or control the property on which the project is to be implemented. Project authorization (permit to work) must be obtained from these persons or entities before work begins and funds are released.
3. Include a location map for the project, preferably a 7 1/2' USGS topographic map.
4. Clearly state the purpose and objectives of the project. The purpose should be one or two sentences. Multiple objectives are acceptable.
5. Contain a descriptive narrative, not to exceed two pages, outlining how the project is to be accomplished and should include the following: proposed project activities, participants (organizations, volunteers, corporate sponsor, groups, etc.) and their role, description of the materials that will be purchased with the grant money, timing of project implementation, administration, facilities and equipment, and result/end product.
6. Contain photos of the project site prior to construction.
7. Specify the person who will be responsible for supervising the project, and indicate that person's qualifications and experience.
8. Designate one person to attend or who has attended a one day training session on roadside safety.
9. Designate one contact person to work with the MaineDOT.
10. Document project coordination with the local MaineDOT Division office.
11. State the public participation and approval process used and significant coordination with other programs.
12. Include names of party or parties responsible for maintenance if the project involves tree, shrub or perennial plantings.
13. Agree to determine whether the proposal has an impact on historic properties.
14. Agree to periodic inspection and post-audit by MaineDOT.

Applications must be postmarked or hand delivered by **4:30 PM Friday, January 30, 2004**. The completed proposal including the **original and four copies** should be mailed to: Community Gateways Competition Environmental Office, Maine Department of Transportation, 16 State House Station, Augusta, Maine 04333-0016; or hand delivered to: Community Gateways Competition Environmental Office, Maine Department of Transportation, 1 Child Street, Augusta, Maine 04333-0016



APPLICATION

MDOT COMMUNITY GATEWAYS COMPETITION



(Attach narrative not to exceed 3 pages. include pictures documenting site conditions prior to construction.)

Applicant: _____

Municipality: _____

Address: _____

Committee of primary contact persons: *One of the committee members must be employed as a staff members or representative of the local government unit.

Name: _____

Phone: _____ **Title:** _____

Address: _____

Name: _____

Phone: _____ **Title:** _____

Address: _____

Name: _____

Phone: _____ **Title:** _____

Address: _____

Project Location: Attach a location map, preferably a 7 1/2" USGS topographic map

Project will take place on land owned or controlled by: _____

Project Title: _____

Brief Description of Project: _____

Project Purpose and Objective: _____

Does this project reflect a comprehensive municipal plan endorsed by the State Planning Office? _____

Project Personnel

Specify the person who will be responsible for supervising the project. Indicate that person's qualifications and experience:

Specify the person working on the project who will attend or has attended a Roadside Safety Training Session. If already trained, indicate the date and location of the safety training:

Specify the person who will be the contact person to work with MaineDOT:

Please indicate contact made with local MaineDOT Division Office regarding this Community Gateways Project:

Briefly state the public participation and approval process used and significant coordination with other program

If this project involves planting, please identify party or parties responsible for maintenance:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Specify the amount of reimbursement sought, with a preliminary budget of purchases and match components: _____

As designated representative of said municipal entity applying for this grant, I hereby agree to implement this project according to the attached cost and technical proposals and to abide by all local and state ordinances and restrictions that apply.

Signature of Authorized Municipal Contact

Date

An original application and four copies must be postmarked by January 30, 2004, and mailed or hand delivered to Community Gateways Competition, Environmental Office, Maine Department of Transportation, 16 State House Station, 1 Child Street, Augusta, Maine 04333-0016.

MAINE DEPARTMENT OF TRANSPORTATION COMMUNITY GATEWAYS COMPETITION REVIEW CHECKLIST

All applications must contain the following items:

- ☐ Application form signed by an authorized municipal employee
- ☐ Include a USGS TOPO map or copy of a portion of same indicating title of map and location(s) of project(s)
- ☐ Identification of property owners who must give permission for work
- ☐ Purpose and objectives of project
- ☐ Descriptive narrative outlining how project is to be accomplished and result/end product expected
- ☐ Submit a proposed project budget (refer to expense report in Appendix)
- ☐ Photos of the site prior to construction
- ☐ Specify person who will be responsible for project supervision, and indicate that person's qualifications and experience
- ☐ Designation of one person to attend or who has attended safety training
- ☐ Designation of one person to work with MaineDOT
- ☐ Documentation of project coordination with the local MaineDOT Division office
- ☐ State public participation process
- ☐ Maintenance contact for projects with plantings
- ☐ Agree to periodic inspection and post audit by MaineDOT
- ☐ Agree to assist us in determining if the proposal has an impact on historic properties by furnishing further information as requested
- ☐ Mail application and four copies to MaineDOT by January 30, 2004
- ☐ Relation of proposal to comprehensive plan or other community programs